

**Total Experience:**

24.6 years including 20 years manufacturing industries.

Present Address:

No.1/381 – V, 2nd Cross Street,
Shivaji Nagar, Mookandapalli,
Hosur, Tamil Nadu – 635 126

Mobile &

+91 - 9003960325

E-mail Id:

govindaraju.theivanayagam@gmail.com

Date of Birth:

19th May 1976

Educational Qualification:

Pursuing Chartered Accountancy
(CA- Inter) from ICAI New Delhi

Master of Business Administration -
Finance (MBA-Finance) from
Annamalai University, Chidambaram in
2004

Bachelor of Commerce (B.Com) from
Periyar Arts College, Cuddalore affiliated
to Madras University in 1996.

Certifications & Trainings:

Diploma Information Systems
Management from Aptech Computer
Education, Cuddalore
Three years Chartered Accountant
Article ship was completed from M/s
Premchand & Co., Chartered
Accountants, Cuddalore.
Trainings on Income Tax, VAT &
seminar on Service Tax, GST Seminar.

Technology Forte:

ERP Knowledge:
SAP Fico, Microsoft ERP & Oracle
Tally ERP 9.

GOVINDARAJU T**SUMMARY:**

Progressive Accounts & Finance professional, Operational Strategist & trusted advisor with rapid career progression in finance and record of sound financial guidance in complex, globally charged settings. Driver for operational & financial efficiency who establishes core metrics that optimize team performance and maximize capital position. Now seeking senior management position in accounts & finance in the esteemed organization in manufacturing sector preferably in South India.

HIGHLIGHTS OF EXPERIENCE:

- ◆ Offering 24.6 years of proven experience in finance & accounting involving Various MIS Reports, Taxations (Direct Taxes Income Tax & TDS & Indirect Taxes Excise, Service Tax, VAT & GST Returns), Cost Records including customer / suppliers cost control, Budget Vs Actual, Expenses Analysis and Finalization Accounts Preparing Balance Sheet & P&L accounts with Ind AS & GAAP and Banking related etc.
- ◆ Presently working as **Senior Manager in First Engineering Plastics India Pvt Ltd, Chennai.**

◆ KEY RESULT AREAS:

- ◆ Expertise in handling finance and account function of the company to ensure smooth and efficient book closure.
- ◆ A committed and dependable team player, able to work on own initiative, autonomously and within a team environment.
- ◆ Continually strives to increase his knowledge and skills and is always willing to learn and adopt new methods, skills and adaptations.
- ◆ Possess good communication, analytical and presentation skills at different level & ranks.-
- ◆ Smoothly handed the MIS, Taxation, Banking, Costing, Budget Vs Actuals and Finalization of Accounts and coordinating with External and Internal Audit and Various Assessment in **Hema Engineering Industries Ltd, Hosur.**

Significant contributor in preparation of Budgets versus actual & financial information operations & Daily Bank Transaction including Import and Export documents and Letter of Credit, Buyers Credit, Forex (FERA & DGFT) and CMA. Thoroughly verified & valued physical stock, Successful handled Finalisation of Accounts with New Schedule VI of Accounts and Coordinating with External & Internal Auditors. Smoothly handed the Taxation matters – **Aegan Batteries Limited, Malur, Karnataka**

Successfully handled Bank work documents, Letter of Credit, Buyers Credit and Forex, Interparty reconciliation & transfer pricing, Cost Audit, valued & verified physical stock. Successful handled MIS, Taxation work, Monthly & Yearly closing the books and Finalisation of Accounts with new Schedule VI of accounts, Tax Audit and e-filing of income returns – **Chloride Alloys India Limited, Malur, Karnataka.**

Played pivotal role in Daily Transactions, reconciliation of vendors & Customers, efficient filing TDS & VAT Returns & Finalizations of Accounts – **Rapid Scan Systems Pvt Ltd, Chennai**

Successfully handled Internal & Tax Audit, Bank Audit and Income tax returns preparation, filing and Projected Report – **M/s Premchand & Co., Chartered Accountants, Cuddalore**

KEY FUNCTIONAL AREAS:

MIS:

- ◆ Handling monthly operating MIS information.
- ◆ Preparation of Balance sheet & profit & loss account for monthly basis.
- ◆ Monthly Stock verification & Valuation, preparation of Quarterly / Half yearly / yearly Board Meeting Presentation. Preparation of Yearly Financial Budget.
- ◆ Preparing monthly operational review meeting report submits to CFO and attending monthly review meeting.
- ◆ Overall control & Management of the Accounts Department.
- ◆ Monthly Budget Analysis & Expenses Control.

General Accounts:

- ◆ Maintain the detection of frauds besides compliance of relevant accounting standards and Generally Accepted Accounting Principles in the form of reports on periodical basis
- ◆ Ensuring monthly reconciliation of accounts of all locations prior to consolidating the same for the company's monthly trial balance and P & L account.
- ◆ Preparation of Profit & Loss Account, Balance Sheet, Ratio Analysis Interaction with auditors and finalization of accounts.
- ◆ Preparation of Budget for Opex & Capex (Yearly / Monthly / Daily) Vs Actual Expenses analysis
- ◆ Approving Service Maintenance Related Bills, Labour Bills, Payrolls.
- ◆ Periodical Outstanding statement preparation and collection follow ups
- ◆ Customer & Suppliers Ledger Balance reconciliation for periodic basis.
- ◆ Co-ordinating with Internal / External & Cost Auditors / Company Secretaries.
- ◆ Maintain the Inventory Process in the Tally ERP / Oracle ERP / SAP FICO.
- ◆ Handling physical inventory verification & valuation as per AS2.

Costing:

- ◆ Budget Vs Actual with Customer and suppliers cost.
- ◆ Monitoring Periodic updating Cost Records for Customer / Suppliers.
- ◆ Monitoring the Dept wise Expenses analysis with Budget.
- ◆ Preparation of Product wise PBT & compared with actual.
- ◆ Preparation of Cost Sheet, Cost Profit & Loss Accounts and Cost Audit Report.
- ◆ Cost Reduction Planning.
- ◆ Co-ordinating with Cost Auditor.

Taxation: (Direct and Indirect)

- ◆ Handling GST Monthly Returns preparation & e filing and ledger scrutiny.
- ◆ Handling the GST Audit & preparing the Annual Report like GSTR-9 and GSTR-9C e-filing.
- ◆ Handled Excise & Service Tax Audit (Internal Audit & Central Excise Revenue Audit (CERA)) Assessments
- ◆ Independently Handled Sales Tax Assessment & various audit and solving the issues.
- ◆ Preparation of Corporate Tax Planning both in terms of direct taxation and indirect taxation.

- ◆ Coordinating with Internal and Statutory Auditors for conducting audits.

Banking:

- ◆ Responsible for monthly, weekly and daily fund planning (Cash flow).
- ◆ Handling with Bank related works.
- ◆ Monitoring of Cash & bank payments
- ◆ Prepared CMA & Quarterly / Half yearly FFR1 / FFR2 and Stock, Debtors information to Bank.
- ◆ Liasoning with bank / Auditor
- ◆ Handled Bank stock audit and provided monthly stock information to Bank.
- ◆ Coordinated with marketing department for Accounts Receivable follows up.
- ◆ Monitoring & review of bank reconciliation on a periodical
- ◆ Submitting Bill of Entry to Bank and its tracking
- ◆ Handling Import, Export documents, Letter of Credit, Buyers Credit and Forex Rates with Bank.
- ◆ Imported materials clearing with C & F Agents and e-payment of Duty and getting Buyers Credit from Foreign Bank through Agency
- ◆ Handling FERA & DGFT for foreign exchange.
- ◆ Export documents prepared and get approval from Excise dept.

PROFESSIONAL EXPERIENCE

First Engineering Plastics India Pvt Ltd | Chennai | From Feb 2021 to Still
(100% Subsidiary of Sunndingalte Tech Ltd, Singapore)

First Engineering Plastics India Pvt Ltd engages in manufacturing and supplying of Plastic Molds Parts in Chennai and Corporate Office in Singapore.

Finance Head – Accounts & Finance (HOD) reporting to Plant Head / CFO

Key Responsibilities:

- ◆ Annual Budget (Opex & Capex)
- ◆ Monthly Budget Vs Actual and Expenses Analysis
- ◆ Daily monitoring the Departmental wise Expenses Budget.
- ◆ Handling Monthly Operating MIS & Review with top management.
- ◆ Preparing the Variance analysis with review Department's HOD.
- ◆ Monitoring the customer and supplier Costing Sheet
- ◆ Monthly preparing the Product wise EBITDA Reports analysis with top management.
- ◆ Handling GST Monthly Returns & E-Filing and handling the Annual GST Audit and e-filing the annual returns.
- ◆ Overall control & Management of the Accounts Department
- ◆ Finalizing tax audit reports for the audit conducted and assuring the quality of audit reports prepared by others.
- ◆ Preparation of Profit & Loss Account, Balance Sheet, Ratio Analysis Interaction with auditors and finalization of accounts.
- ◆ Monitoring Accounts Receivables and Accounts Payables.
- ◆ Handling Bank related matters.
- ◆ Submitted Stock, FFR1 & FFR2 report to Bank.
- ◆ Handling Import & Exports documents.
- ◆ Assisting the management in any other miscellaneous matters involving tax impact

Hema Engineering Industries Ltd | Hosur | Dec 2016 - Feb 2021

Hema Engineering Industries Ltd engages in manufacturing and supplying Automotive Parts in Hosur and having 15 Units manufacturing in all over India and Corporate Office in Gurgaon. Its products

Senior Manager – Accounts & Finance (HOD) reporting to Plant Head / AVP-Finance

Key Responsibilities:

- ◆ Annual Budget (Opex & Capex)
- ◆ Monthly Budget Vs Actual and Expenses Analysis
- ◆ Daily monitoring the Departmental wise Expenses Budget.
- ◆ Handling Monthly Operating MIS & Review with top management.
- ◆ Preparing the Variance analysis with review Department's HOD.
- ◆ Monitoring the customer and supplier Costing Sheet
- ◆ Monthly preparing the Product wise EBITDA Reports analysis with top management.
- ◆ Handling GST Monthly Returns & E-Filing and handling the Annual GST Audit and e-filing the annual returns.
- ◆ Overall control & Management of the Accounts Department
- ◆ Finalizing tax audit reports for the audit conducted and assuring the quality of audit reports prepared by others.
- ◆ Preparation of Profit & Loss Account, Balance Sheet, Ratio Analysis Interaction with auditors and finalization of accounts.
- ◆ Handled TDS, VAT, Excise & Service tax Returns and Assessment.
- ◆ Accountable for monthly, quarterly or annual financial information, P&L, Balance Sheet.
- ◆ Monitoring Accounts Receivables.
- ◆ Handling Excise, Service Tax and VAT Audit.
- ◆ Handling Bank related matters.
- ◆ Handling Import & Exports documents.
- ◆ Assisting the management in any other miscellaneous matters involving tax impact

Aegan Batteries Limited | Bangalore | August 2013 – Nov 2016

Aegan Batteries Limited incorporated in October 2010 and based at Bangalore, is engaged in manufacturing and supplying excellent quality range of Industrial Batteries. It manufactures all types of lead acid batteries for automotive and industrial applications.

Senior Manager – Accounts & Finance reporting to CFO / MD

Key Responsibilities:

- ◆ Responsible for handling Bank MIS, cash flow and bank related work documents, Letter of Credit and Buyers Credit and Forex, preparation of daily & monthly operating MIS. Handling TDS, VAT, Excise & Service tax Returns.
- ◆ Verification & validation of physical stock. Engaged in product wise costing and monthly PBT workings.
- ◆ Accountable for monthly, quarterly or annual financial information, P&L, New Schedule of VI of accounts.
- ◆ Authorization of payments & vouchers. Coordinated with auditors.
- ◆ Monitoring Accounts Receivables.
- ◆ Procuring Raw Materials (Alloys only) from various Vendors

Chloride Alloys India Limited | Malur, Karnataka | January 2008 – August 2013
(100% Subsidiary of Exide Industries Ltd)

Chloride Alloys India Ltd engages in manufacturing and supplying lead and lead alloys. Its products include pure lead; and lead alloys in ingots shape and weight, including lead calcium aluminum alloys, lead calcium tin alloys, lead cadmium alloys, lead antimony alloys, lead tin alloys, lead tin silver alloys, lead antimony selenium alloys, lead based arsenic master alloys, lead based selenium master alloys, lead tin antimony solder alloys, and lead based calcium master alloys.

Manager – Accounts & Finance reported to **Financial Controller**

Key Responsibilities:

- ◆ Handled Bank MIS, Cash flow and bank related work Documents,
- ◆ Letter of Credit, Buyers Credit and Forex, prepared monthly operating MIS.
- ◆ Scrutinized TDS, VAT Returns and Excise & Service tax, verified & validated physical stock.
- ◆ Planning & Approving Vendors payments & vouchers. Coordinated with auditors.
- ◆ Budget Vs Actual, Product Costing, Balance Sheet.
- ◆ Handled Income Tax related works.
- ◆ Finalization of Accounts
- ◆ Submitted Stock, CMA & QMS report to Bank.

Rapid Scan Systems Ltd | Chennai | January 2001 – December 2007

Rapid Scan Systems is the world's leading security screening provider that provides state of the art products, solutions and services that meet our customers' most demanding threat detection needs while improving operational efficiency.

Senior Accounts Officer reported to **Board of Directors**

Key Responsibilities:

- ◆ Handled Daily Transactions, Bank MIS, cash flow and bank related work, prepared annual operating MIS, TDS & VAT returns. Accountable for monthly, quarterly or annual financial information, P&L, schedule of VI of accounts. Coordinated with auditors.
- ◆ Conducted follow up for vendor payments, vouchers and accounts receivables.

M/s Premchand & Co., Chartered Accountants | Cuddalore | August 1996 – December 2000

C.A., Articled Clerk & Audit Assistant reporting to **Auditor**

Key Responsibilities:

- ◆ Handled Income Tax Returns Individual, Firm and Companies
- ◆ Handled Bank Audit.
- ◆ Handled Internal Audit in TANFAC Industries Ltd., Cuddalore.
- ◆ Handled Projected Reports.
- ◆ Statutory and Tax Audit

Dated:
Place:

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